

ACCOUNTING TECHNICIAN ROLE

Role Summary

The Accounting Technician role consists of three grade levels (9 -11). Incumbents are expected to process, track, and verify inter-unit journals, travel claims, purchase orders, and other invoices to ensure payment of department bills. Work ranges from inputting claims on the Statewide Accounting, Budget, and Human Resource System (SABHRS) for payment and maintaining document file records to processing warrants for distribution to cities, towns, and counties. Primary contacts are with the division administrator, accountants, budget analyst, internal/external customers, and other state agencies.

Working Conditions

Stress and pressure due to workload, timeframes, and nature of work, particularly during the year-end processes. Considerable computer and keyboard use. Fiscal year end may require working more than 40 hours in a week.

Education and Experience

- Grade 9: competencies and degrees of proficiency are typically acquired through a combination of education and experience equivalent to high school graduation and one year of clerical and bookkeeping experience. Other combinations of education and experience will be evaluated on an individual basis.
- Grade 10: competencies and degrees of proficiency are typically acquired through a combination of education and experience equivalent to high school graduation, post-secondary accounting coursework, two years of accounting experience including computer experience in spreadsheet, word processing, and/or accounting programs. Other combinations of education and experience will be evaluated on an individual basis.
- Grade 11: competencies and degrees of proficiency are typically acquired through a combination of education and experience equivalent to an associate's degree in accounting and three years of accounting experience including computer experience in spreadsheet, word processing, and/or accounting programs. Other combinations of education and experience will be evaluated on an individual basis.

Department Core Competencies

In addition to the role specific competencies, there are four, department core competencies that all employees are expected to successfully achieve. These are:

- *Interpersonal Skills:* Builds constructive and effective relationships with internal and external customers and is committed to meeting customer needs in a timely and accurate manner. Listens actively and attentively and demonstrates an appreciation of other perspectives. Builds the appropriate rapport required to do business. Openly demonstrates an understanding of and respect for the value of co-workers' contributions to the department mission.
- *Decision-Making and Accountability:* Considers the department's vision, mission, and values in making decisions and taking actions. Identifies and considers possible alternatives before making decisions. Bases decisions on achieving desired outcomes pursuant to the

departmental business plan or management direction. Uses a combination of analysis, experience, and sound judgment that results in fairness and consistency, while being accountable for actions. When serious ethical issues are at stake, takes all necessary actions.

- *Commitment to Continuous Improvement:* Ability and willingness to continually seek greater efficiency in agency programs, is results driven, and meets changing requirements in work or direction. Adapts to changing conditions and work responsibilities. Accepts constructive criticism and suggestions and uses them to improve performance.
- *Personal and Work Ethics:* Creates own measures of excellence, and practices what he/she promotes. Sets goals that provide challenges and measures goal attainment regularly. Displays a contagious optimism about the work to be done. Goes beyond traditional ways to address issues despite obstacles or resistance. Is able to generate ideas, fresh perspectives, and original approaches and engages in open-minded thinking. Employs strategies to promote ideas and proposals to increase probability of acceptance. Mentors others to improve the performance necessary to achieve success. Reflects a belief that the results achieved are a direct result of his/her personal decisions and actions.

Grade Levels

Each grade level lists the essential duties that describe work performed 50 percent or more of the time (predominant work). Established work plans identify day-to-day tasks.

Grade 9

Predominant/Essential Duties

- Process inter-unit journals, travel claims, purchase orders, and other invoices to ensure payment of department bills.
- Research, input, and maintain vendor identification numbers.
- Input claims on SABHRS for payment.
- Maintain document file records.
- Monitor, verify, and reconcile employee travel advances.
- Monitor and track payment history to ensure bills are paid in a timely manner.
- Process warrants for distribution to cities, towns, and counties.

Grade 10

Predominant/Essential Duties

- Process inter-unit journals, travel claims, purchase orders, and other invoices to ensure payment of bills.
- Audit claims for payment approval, coding, and contract verification.
- Research, input, and maintain vendor identification numbers.
- Input claims on SABHRS for payment.
- Prepare and submit payment claims to accountants for approval.
- Maintain document file records.
- Monitor, verify, and reconcile employee travel advances.
- Monitor and track payment history to ensure department bills are paid in a timely manner.
- Process warrants for distribution to cities, towns, and counties.
- Process miscellaneous receipts of revenue.

Grade 11

Predominant/Essential Duties

- Process inter-unit journals, travel claims, purchase orders, and other invoices to ensure payment of department bills.
- Audit claims for payment approval, coding, and contract verification.
- Input claims on SABHRS for payment.
- Prepare and submit payment claims to accountants for approval.
- Maintain document file records.
- Monitor, verify, and reconcile employee travel advances.
- Monitor and track payment history to ensure bills are paid in a timely manner.
- Process warrants for distribution to cities, towns, and counties.
- Process miscellaneous receipts of revenue.

Competencies and Degrees of Proficiency

The Competency/Proficiency Chart identifies the role specific competencies, degrees of proficiency, and guidance required for each grade level. Role specific competencies describe the knowledge, skills, and abilities required to perform the essential duties. The degrees of proficiency indicate the difficulty and/or complexity level of the tasks and assignments.

Competency/Proficiency Chart - Accounting Technician Role

Competencies	Grade 9 Under Guidance	Grade 10 Minimal Guidance	Grade 11 Independently
Proactively focus efforts and energy on successfully attaining goals and objectives, assuming accountability for decisions, actions, and results. Follow issues through to completion.	A	B	C
Demonstrated ability to think creatively and recommend innovative solutions.	A	B	C
Demonstrated knowledge and skill of payment procedures and processes.	A	B	C
Demonstrated ability to provide timely and effective written, oral, and interpersonal communication.	A	B	B
Demonstrated knowledge and skill of word processing, spreadsheet, database, and software applications/programs relative to the role.	A	B	B
Demonstrated skill and ability to work on multiple tasks.	A	B	B
Demonstrated general accounting knowledge.	A	B	C

Degree of Proficiency

A: A degree of knowledge, skill, or ability commensurate with elementary-level tasks and assignments.

B: A degree of knowledge, skill, or ability commensurate with intermediate-level tasks and assignments.

C: A degree of knowledge, skill, or ability commensurate with advanced-level tasks and assignments.

D: An advanced degree of knowledge, skill, or ability commensurate with considerable experience and the application of the competency to non-standard tasks and assignments.

E: The most advanced degree of knowledge, skill, or ability, evidencing complete mastery and understanding of the subject.